



2023-2024 Student Handbook

Chester Boren Middle School

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Principal's Message

On behalf of the faculty and staff I would like to welcome you to Chester Boren Middle School!

It is the objective of the staff at CBMS to provide a quality education that will prepare all students immediately for their high school educational experience, and eventually to prepare them to compete for their desired endeavors following their secondary education.

The Centralia School District has a long history of educational excellence. It is the responsibility of students, faculty, and staff to continue this tradition. The staff will work to provide current curriculum and teaching strategies, while also educating students in the never-ending qualities of hard-work, integrity, and respect. The student must open their minds to new ideas and methods for learning to achieve the full impact of their education while also accepting difficult challenges meant to improve on their educational and social skills.

Chester Boren Middle School also provides many clubs and activities to encourage student participation. ALL students are encouraged to be involved in multiple activities to further enhance their experiences in school while contributing to the Centralia School District.

It's a great day to be a Panther!

Nathan Gordon
Principal

SECTION I: BUILDING INFORMATION

Centralia R-VI School District Board of Education

Dr. Brian Bostick	President	Mr. Shannon Dawson	Member
Mr. Jared Auck	Vice President	Mrs. Kelly Hawkins	Member
Mr. Rusty Dutton	Treasurer	Mr. Harvey Million	Member
Mrs. Vanessa Ridgel	Board Secretary	Mr. Dwain Shelton	Member

CHESTER BOREN MIDDLE SCHOOL FACULTY AND STAFF

Principal	Nathan Gordon	Asst. Principal/Activities Director	Macey Watermann
Counselor	Trisa Redington	Director of Student Services	Dr. Mary Decker
Secretary	Terri Motley	Custodians	Carolyn Banks & Gary Countryman
Nurse	Candiss Day		

FACULTY

Mike Adkisson
Megan Armontrout
Jennifer Brandow
Brandi Brauker
Ethan Buckman
Cassie Carrico
Julie Crum
Emma Dickinson
Desney Dollens
Ashley Alexander
Ginia Gowin
Kim Gramke
Luke Gramke
Daniel Hakes
Alicia Hancock

COURSES

Careers/Computers/Speech
Art
Paraprofessional
Vocal Music
8th Social Studies Cassie
8th Math
6th Reading
7th Language Arts
6th Science
6th Writing
Librarian
6th Math
Physical Education
Algebra 1
8th Language Arts

FACULTY

Lisa Hile
Kempker
Scott Lenz
Emily Magnuson
Stephanie Minor
Kimberly Neighbors
Christina Ray
Nicole Rhoades
Leah Rolfson
Logan Ross
Khaldoon Saleh
Alex Schmersahl
Melanie Snook
Angela Willier
Karen Weakley

COURSES

ParaprofessionalCindy
7th Math
7th Social Studies
Library/Publications
6th Social Studies
Band
Special Education/NEXUS
Special Education
Orchestra
Careers
8th Science
Physical Education/Financial Fitness
7th Science/Pre-Ag
Life Skills/Service
Paraprofessional

CENTRALIA R-VI SCHOOL DISTRICT MISSION

Empowering students to excel in a safe and positive environment, inspired by staff, to become productive citizens.

CENTRALIA R-VI SCHOOL DISTRICT VISION

Leading with Panther Tradition.

CHESTER BOREN MIDDLE SCHOOL PHILOSOPHY

We Believe:

- All students can learn.
- The middle school student learns best when warm, enthusiastic, firm, fair and friendly teachers are able to personalize the educational process.
- The middle school student learns best when given guidance and direction yet the independence or freedom to explore areas of interest to them.
- The middle school student learns best when the school provides systems of communication for parents and students which will result in a better understanding of the school goals, thus enabling students to develop both academically and personally.
- The organization of the middle school curriculum should meet the varying academic, physical, social and emotional needs of individual middle school students.
- That instruction should be based on appropriate and learnable objectives and teachers should use data to establish where students are, instruct at the appropriate level, and evaluate to ensure that learning has taken place.
- That several student outcomes should occur from effective middle school education. Among these are:
 - a. The development of basic academic learning skills necessary to become a successful lifetime learner
 - b. The development from dependence to independence in all areas
 - c. The development of socially responsible behavior.

CBMS Pledge

I will respect others with my thoughts and words.

I will support others with my actions.

I will treat people the way I want to be treated.

I will do my part to make CBMS a safe place to learn.

**2023-2024
CBMS DATES TO REMEMBER**

Tuesday, August 22		First Day of Classes
Monday, September 4	NO SCHOOL	Labor Day
Monday, September 18	NO SCHOOL	Teacher Work Day
Friday, September 29		HOMECOMING
Wednesday, October 11		End of 1 st Quarter
Thursday, October 12	Early Dismissal	Parent-Teacher Conferences
Friday, October 13	NO SCHOOL	
Monday, October 16	NO SCHOOL	Teacher Work Day
Monday, November 6	NO SCHOOL	Teacher Work Day
November 22-24	NO SCHOOL	Thanksgiving Break
Friday, December 22		End of 1 st Semester
December 25 – January 5	NO SCHOOL	Christmas Break
Tuesday, January 8		Beginning of 2 nd Semester
Monday, January 15	NO SCHOOL	Martin Luther King Day/Teacher Work Day
Friday, February 16	NO SCHOOL	
Monday, February 19	NO SCHOOL	President's Day
Friday, March 15		End of 3 rd Quarter
Monday, March 18	NO SCHOOL	Teacher Work Day
Friday, March 29	NO SCHOOL	
Monday, April 1	NO SCHOOL	Teacher Work Day
Friday, April 19	NO SCHOOL	
Thursday, May 16		8 th Grade PROMOTION
Thursday, May 16		Last Day of School

Eighth Grade Promotion will be on the last day of school. This date could change due to school cancellations throughout the school year.

CR6 School Bus Safety and Behavior Code for Bus Riders

Chain of Command

The procedure for students/parents/guardians to register complaints and/or discuss pertinent school issues shall follow the chain of command in the following order: Teacher, Principal, Superintendent, and School Board.

Building Hours

The middle school building will be open to students at 7:30 am Tuesday through Friday; classes begin at 8 am. The doors will be open for students at 8:40 am on Monday mornings, and classes will begin at 9:12 am. Students may collect breakfast in the cafeteria upon entry if desired. All other students should report to the gymnasium unless receiving assistance from a teacher. No student is to remain in the building after 3:30 pm unless under the supervision of a teacher or coach.

Morning Assembly

Morning Assembly will start the day on a positive note and provide a time for school announcements, as well as student recognition and announcements. The Pledge of Allegiance and the CBMS Pledge will be recited daily at 7:50 am Tuesday through Friday, and at 9:00 am on Monday, before the students are released for 1st period.

Visitors

All visitors during the regular school day will need to check-in at the main office. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption. The Board of Education and the administration will not tolerate any person whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal or his designee may refer charges to the proper legal authorities. Chester Boren Middle School does not allow food to be dropped off at the office by individuals or organizations during the school day, including during lunch periods.

Telephone

Any incoming call to the office, if not an emergency, will be reported to the student called, but the student will not be called from class to answer the telephone. The office will take the number and the message and inform the student. Students making calls must get permission from their teacher and the secretary to use the telephone in the office.

Cell Phones

The use of cell phones or similar electronic communication devices (**Apple Watches**) during the school day is prohibited. The school day is defined as from the 7:57 am warning bell until the 3:12 pm dismissal bell. Cell phones should be turned off at the 7:57 am warning bell and remain unseen and unheard until school is dismissed at 3:12 pm. Students who are using a cell phone or similar electronic communication device in any way during the school day will receive the following consequences:

- First Offense – After School Detention assigned, Device is confiscated and students may pick up the device at the end of the school day.
- Subsequent Offenses – Saturday Detention assigned, Device is confiscated and parents/guardians must make arrangements to pick up the device from the office.

Student Planners

Planners will be provided for students as a means of organization. Organization is a point of emphasis for the entire middle school, students will be asked to record homework and classwork for each class throughout the day. Each student will be required to use their planner in order to leave a class during each period. A student's planner will be the only pass allowed for students to leave the classroom. Teachers may also use the planner as a form of communication with parents/guardians. The loss of a school-issued planner will result in the students purchasing their own planner for use during the school day.

Lockers

Lockers are to be kept clean and in order at all times. Organization is an emphasis with the entire Chester Boren student population. The lockers will be inspected periodically and students should not write or mark on their lockers. Open and close your locker doors as quietly as possible. Lockers are the property of the school district. Lockers are subject to search at any time, with or without student consent, and with or without a warrant; this does include contents of, as well as the locker. The school is not responsible in any way for the loss or theft of student property. It is strongly advised that students should not let money or valuables lie about subject to the temptation of others. There should not be anything pasted or stuck to the lockers (pictures, decals, or signs) that cannot be easily removed. Cutting, carving, stamping, or staining of the lockers is not allowed.

School Lunch/Breakfast

Chester Boren Middle School lunch program is completely automatic. All records are computerized and accounts are established for each student individually. Each student can and should visually check their account each day so they know the status of their account. In an effort to keep an accurate and smooth running lunch program, the following rules will apply to each student.

1. Lunches should be paid for by check. This allows for a parental record. Cash payments are hard to track.
2. Account balance will be emailed on a weekly basis.
3. Automated phone calls will be sent when balances go over -\$5.00.
4. Students are notified if balance reaches -\$15.00 or more.
5. In the event a student is without a lunch from home or without money in their account, and no cash in hand, student will be allowed to purchase lunches to -\$15.00. When that credit limit has been reached, the student will not be allowed to participate in the lunch program until the balance is above the limit.
6. Lunch account must have a positive balance in order to purchase ala carte items.
7. Parents may set a limit or block their student from purchasing ala carte items by contacting the school.
8. Rates:
 - a. Student Breakfast - \$2.60
 - b. Student Lunch - \$2.15
 - c. Adult Lunch - \$3.72

Student Publications

All student-generated articles for any school-sponsored media are subject to review and approval by the facilitating faculty member and/or administration.

Tardy Policy

Tardiness is the appearance of a student after the starting time of a class. Teachers detaining students from their next class must provide an excuse to get them into the class without penalty. All tardies will be recorded. Extensive tardies will be handled in the following manner:

- 3rd tardy – An effort will be made by the Administration to communicate with students after their 3rd tardy. This is a courtesy to the student to warn them that the 4th will be a detention.
- 4th tardy – One detention – After-school (Wednesday)
- 5th and subsequent tardies – Tuesday Detention

Leaving the Building during School Hours

Before a student may leave school he/she must be excused by his/her parents or guardian either via telephone or a note. A telephone call must be made or a note must be presented to the principal's office. Students requesting early dismissal must have a note from their parents/guardian. Students must check in and out with office staff when arriving late or leaving early. If the aforementioned conditions are not met, a student is considered truant.

Withdrawal from School

The following procedures should be followed when withdrawing from school. The student will:

1. Notify the Guidance Counselor of his/her intent to leave the school and receive a check out sheet.
2. Return all books and equipment owned by the school.
3. Pay all fees, fines, or dues outstanding against him/her.

Missing School – Attending Activities

A student must be in attendance for at least half (50% of in-session minutes) of the school day to participate in or attend a school activity that day, the middle of the school day is 11:36 am. **The middle of the school day is 12:12 pm on Monday's due to a late start.** Exceptions to this policy will be those students that have an appointment or event that is unavoidable and **pre-approved** by the principal or assistant principal. A student must be in attendance for at least half (50% of in-session minutes) of the school day on Friday (or the last day of that week) to participate in a Saturday activity.

Attendance Policy

Attendance at school is a significant factor in achieving success at school. When a student is absent from class, it is impossible to recreate the situation that existed during the absence. No amount of make-up work can take the place of the classroom. For this reason, it is essential that each student be in class every day possible. Realizing that there are times when a student must miss school, the following procedures will be followed.

Any student who is absent from a class more than ten (10) days, whether excused, avoidable, or unexcused during a semester is subject to loss of credit for that class. Missouri law requires school attendance. It is vitally important to the performance of each student. In order to receive credit for a class, a student must maintain a passing grade as determined by the instructor and not miss more than 10 class periods in any one semester. School sponsored activities are an exception.

Parents will be notified at the 5th, 8th, and 10th absence intervals for each class period. The school recognizes that extenuating circumstances beyond the control of the student do exist (such as chronic illness, hospitalization, accidents, etc.) It is the student's and parent's / guardian's responsibility to ensure that complete documentation concerning all absences is on file in the office. **Absences beyond 10 will require documentation from a professional.** Absences beyond 10 without documentation from a professional will be classified as unexcused.

Student absences will be classified in one of the following categories:

Excused Absences

- Personal illness
- Serious illness or death in the immediate family
- School activities
- Medical / dental appointments when they cannot be scheduled other than school hours

A parent/guardian must contact the CBMS office in order for an absence to be considered excused.

All make-up work will be completed in the same number of days / classes as the student was absent.

Avoidable

- Emergency work at home for parent / guardian on a limited basis
- Out of town trips arranged and approved in advance by the principal

All work due upon the first day of return.

Unexcused Absences

- Truancy
- No call or note from parent or guardian
- *All work due upon the first day of return.*

CBMS Test, Make-Up Student work and Late Work Policy

Students will routinely be given assignments to enhance/practice the concepts discussed in their classes. The Chester Boren Middle School faculty and staff require all students to complete these assignments in order to successfully acquire the needed skills and concepts designed for each class. These assignments can range from in-class work to work which is required of the student to complete entirely at their personal home. **All student work will be posted in Google Classroom. This is where parents and students will be able to locate missing/late work to be completed.**

Late Work:

Work submitted one (1) day after the assigned due date will receive 75% of the earned credit for the assignment. Any work submitted later than one day past the assigned due date will not receive credit. Each student will be allowed two (2) Homework Passes per semester in order to receive full credit for a late assignment one day after it was originally due.

There will be assignments in which the students may not receive any credit for late work. These would include, but are not limited to: Projects, Presentations, Performances, or any other assignment where the due date has been known for an extended time in advance of the due date.

Students who chronically turn in late work will be given a Homework Plan which will be developed by the grade-level team, principal, and the parents. This plan may include Detention(s).

Chester Boren Middle School Retention Guidelines

1. Summer school will be mandatory for those who fail a semester-length core class.
2. If more than two (2) semesters are failed, the student may be retained.
3. Any eighth grade student failing a class must attend and meet requirements of summer school before attending high school.
4. Any sixth through eighth grade student who has failed a course(s) and fails to successfully complete summer school may be retained the following school year or re-enrolled in the failed class for the following school year.
5. The district's final decision to retain or promote a student shall be resolved based upon the following factors: number of semesters failed in core classes, improvement during the school year, reading level consistent with state requirements, course work in regular and summer school, chronological age, social development, physical maturity, health conditions, regularity of attendance during the regular school, and satisfactory attendance at mandatory summer school.
6. Students eligible for promotion from 8th grade must meet the following criteria to participate in the promotion ceremony at the end of 8th grade:
 - Eighth grade students who pass all semester classes will be eligible to participate in promotion ceremonies.
 - If a student fails a class 1st semester. The student will still be eligible for promotion if he/she is able to have a passing semester grade of 70% or higher in that same class 2nd semester.
 - Students who fail both semesters of a class, or have 3 or more semester F's, will not participate in promotion.
 - Students who fail one semester of a class and do not receive a 70% or higher for 2nd semester will not participate in promotion.
 - If a student fails a second semester class and is not eligible for promotion, they can file an appeal to participate with the CBMS principal, Mr. Gordon.

*Students who fail a semester class must complete summer school regardless of whether he/she can participate in promotion. A promotion certificate will be awarded after the completion of their summer school courses.

Appeal:

A student may appeal this decision if he/she fails any 2nd semester core class. The appeals committee comprised of the principal, counselor, and team of teachers will review each case on an individual basis. The following may be taken into consideration:

Academic history
Missing assignments in failed class
Student effort
Attendance

Dress Code

Realizing that the school's main objective is the education of the students entrusted to it and that an environment free from distracting and demoralizing factors is conducive to the educational atmosphere, the following rules should be observed by students in regards to our dress code. Faculty members in charge of extra-curricular activities in the areas of athletics, vocal and instrumental music, speech, drama, and academic team have the right to set additional standards of dress and grooming for students participating in such activities.

1. Neatness, cleanliness, and modesty will be expected during all regular school hours and at all scheduled extra-curricular activities.
2. Appropriate footwear is required.
3. The torso of students shall be clothed, and excessively torn clothing will not be allowed.
4. Articles of clothing that cause excessive maintenance problems (such as cleats or boots, shoes that scratch floors, and trousers with metal

rivets that scratch furniture) are unacceptable.

5. Suggestive or offensive clothing will not be allowed. This will include; underclothes worn as outer clothes, short waist shirts, short shorts, pants with excessive cuts or tears, etc.
6. Clothing may not advertise alcohol, tobacco, or drug products or have inappropriate language or suggest anything of a sexually explicit nature.
7. Hats, hoods, and sunglasses are not permitted to be worn in the school building during regular school hours.
8. Headbands, Sweatbands, Bandanas, or headgear that extends below the front hairline are not to be worn inside the building during regular school hours.
9. Clothing must be worn appropriately. Pants worn in a "sagging" fashion will not be allowed.
10. Anyone who violates any of these rules could be asked to leave school and not return until he/she can meet the standards set forth.

Chester Boren Middle School maintains a "no tolerance" policy regarding gang-related attire. Because it is impossible to anticipate all dress or grooming situations that might be considered improper for school wear, the school administration will have the exclusive right and authority to correct any questionable or improper dress.

Accidents and Illness

No student will be sent home unless a responsible adult has been notified and permission from the office has been given. It is vital that school authorities have an up-to-date emergency phone number on file in case of need. When an accident occurs, it must be reported at once to the teacher in charge, who will then report to the principal's office and any other necessary authorities.

Bicycles

Bicycles are to be parked in the bicycle racks only. Please do not ride your bicycle on the school lawn or walk. Riding your bike in a reckless manner could lead to a person losing bike privileges. Middle school students are not permitted to drive any type of motorized vehicle to school regardless of their age. Schools are not responsible for bikes and students are encouraged to lock their bikes.

Human Sexuality Curriculum

Chester Boren Middle School Health classes cover material pertaining to human reproduction, sexually transmitted disease, and healthy decision making related to these topics. Parents or legal guardians may opt out their child by written request. Parents or legal guardians may request to preview the material covered by contacting your child's teacher or guidance counselor.

Academic Achievement

The evaluation of the academic achievement of students in the school district is based on the premise that students have diverse capabilities, interests and individual patterns of growth and learning. It is essential that the professional staff have adequate information to assess a student's educational needs, growth patterns and other factors necessary to design instructional plans for the student. Sharing of information among parents/guardians, teachers and students is an integral part of the evaluation process.

Through the district's methods of student evaluation and parent/guardian-student-teacher communications, the district strives to meet the following objectives:

- Parents/Guardians are to be informed regularly, at least four times a year, as to the progress their children are making in school.
- Parents/Guardians will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Insofar as is possible, distinctions will be made between a student's attitude and academic performance.
- At comparable levels, the school district will strive for consistency in grading and reporting, except when inappropriate for certain classes or students.

When grades are given, the school staff will take particular care to explain the meaning of Grading shall not be influenced by pressure from parents/guardians. In addition, grades are not to be used as a disciplinary measure.

GRADING SCALE

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59-below

Explanation of Grades on a 4.0 Scale

A	4
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	.67
F	0

<p>A Honor Roll=3.66 + B Honor Roll=3.0-3.65</p>
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Progress Reports

Student progress can be tracked through the Parent Portal. Please contact the office for Parent Portal access.

Criteria for Attending Field Trips

All students attending a school-related field trip must first be in good standing with the school. A student with an outstanding **OSS**, **ISS**, or **detention** will be ineligible for field trips. Students with incomplete/late work may be ineligible for field trips. Students must also have an attendance of 85%, or better. Students and parents may appeal attendance criteria for extended or unavoidable absences such as extreme illness and hospital stays through the building principal.

Since we are representing our school and community, students should dress appropriately and act accordingly. Specific rules will accompany each field trip. Each student has the responsibility of fulfilling these regulations prior to attending the field trip. Students are responsible for work assigned while attending field trips.

Sportsmanship and School Spirit

School Colors: Black and White
Mascot: Panther

The first rule for good sportsmanship is courtesy...courtesy to everyone around you, classmates, parents, visitors, players, coaches, and officials.
GOOD SPORTSMANSHIP REQUIRES:

1. Spectators cheer for their team in a positive manner.
2. Fans refrain from negative cheers aimed at the opponent.
3. Team support be organized and directed by cheerleaders.
4. Fans remain quiet during free throws for both teams.
5. Fans do not block the view of other spectators.
6. Spectators refrain from throwing any objects.
7. Fans support their team by watching the game.
8. Fans cheer for good plays, but never boo. Booing is in direct conflict with good sportsmanship.

After School Detention

Detention after school has been established to handle minor classroom disruptions. Detentions will be held every Wednesday, supervised by staff members. Detentions will start at 3:15 and end at 4:00.

Students are expected to bring homework and materials with them to detention. They should keep busy and quiet during this time. Those students who are late or leave early will have to make up that detention in its entirety. Those students missing detention will be issued a Tuesday detention. Students who are disruptive or non-cooperative during this time will be asked to leave and to report to Mrs. Watermann first thing Thursday morning.

Tuesday Detention

1. Tuesday detention will be held from 3:15 pm to 5:15 pm.
2. Tuesday detention is a consequence for inappropriate behavior. Therefore, only appropriate behavior will be tolerated. Sleeping is not allowed. Any student who does not behave appropriately will be promptly dismissed and thus will fail to serve their detention.
 - a. The use of cell phones will not be allowed in detention.
 - b. Students will be required to complete any outstanding incomplete work for the school.
 - c. Students will be required to read or write if there is no outstanding incomplete work.
3. Failure to serve a Tuesday detention by being dismissed from it or not showing up at all will result in the following:
 - a. First missed Tuesday detention per semester – one day OSS or ISS and the Tuesday detention is considered served.
4. Any student who accumulates three Tuesday detentions at any time may be suspended for up to five school days and two of the Tuesday detentions will be considered served leaving just one to serve.

In-School Suspension

A student on in-school suspension will be placed in a secluded area for a school day, or a part of a school day. The student will not be allowed to associate with the rest of the students between classes or at lunch. During in-school-suspension students will not participate in student activities, however, students may attend practice sessions. Teachers will provide assignments and instructions during their preparation period or earlier in the school day if possible.

Out of School Suspension

Students may earn 100% credit for all work while assigned Out of School Suspension (OSS) if handed in when, or before, the student returns to school. While on suspension students are not allowed on school property or at school sponsored events.

Academic Integrity

The integrity of the academic program and the evaluation of each student's achievement are of primary concern to all educational institutions. Academic honesty, integrity and ethical conduct are valued highly and promoted at all times in the Centralia School District. Cheating on any educational exercise not only reflects dishonesty on the part of the offender but diminishes the value of work done by his/her classmates. Therefore, cheating on tests, quizzes, homework, special projects and student recitations will result in the following action being taken:

- **First Offense:** Student will receive an automatic zero on the assignment, partial credit, or be asked to redo the assignment; parents will be contacted and a discipline referral will be filed with the assistant principal.
- **Second Offense:** Student will receive an automatic zero on the assignment, parents will be contacted and the student will receive a Saturday Detention.
- **Third & Subsequent Offenses:** Student will receive an automatic zero on the assignment, parents will be contacted and the student will be suspended from school for 3 days.

CBMS Coaching/Activities

Football	Alex Schmersahl Mike Adkisson Justin Kephart Logan Ross	Head Asst Asst Asst	Volleyball	Morgan Ralphs Shelby McElhane	Head Asst.
Cross Country	Daniel Hakes		Softball	Jill Angell Kara Ensor	Head Asst
Basketball	John Finlay Kirsten Hann Mike Hann Michael Rodgers	Girls Head Girls Asst Boys Head Boys Asst	Cheerleading	Candiss Day Marcia Kalinowski	
Track	Scott Lenz Daniel Hakes Retha Francis Justin Kephart Morgan Ralphs	Girls Head Boys Head Asst Asst Asst	Wrestling	Mike Adkisson Alex Schmersahl	Head Asst
Honors Club	Emily Magnuson Nicole Rhoades		Quiz Bowl	Desney Dollens Christina Ray	
Jr. FFA	Melanie Snook Desney Dollens		STUCO	Cassie Carrico Kim Gramke Cindy Kempker	
			Builders Club	Alicia Hancock Trisa Redington	

Chester Boren Middle School Extracurricular Policy

1. Centralia Middle School students are expected to maintain high levels of citizenship standards while representing our school in extra-curricular activities. For example: Athletes are not allowed to smoke, use tobacco products, steal, and vandalize property, use illegal/controlled substances or alcohol. The willful or persistent association with controlled substances is unacceptable and is subject to disciplinary action.
2. A minimum of a two game/event suspension will be imposed for acts of poor citizenship. Head coaches/sponsors may go above and beyond this two game minimum if the individual situation warrants that action. This will be the decision of the head coach/sponsor in each individual activity.
3. For unusual cases of poor citizenship, other consequences may be imposed by the Middle School Principal. These will be handled on a case by case basis.
4. Please remember that you are not only representing yourself at extra-curricular activities, but your family, school, and community as well. Being a Centralia student-athlete requires you to conduct yourself in such a manner that all will be proud to support you.
5. Family members and friends will be held to the same standards as students when supporting our student athletes at any district activity.
6. Student-athletes who receive discipline during the school day will be subject to further consequences from their head coaches. These consequences may include, but are not limited to, conditioning, playing time, removal from the team.
7. Student-athletes who miss the bus for an away contest due to serving an after-school detention will not be allowed to dress for that contest.
8. Transportation home following a district activity is decided by each individual sponsor/coach. Students may only leave a district activity with their legal guardian unless approved by the principal prior to the event through the middle school office.

Grade Requirements for Extracurricular Activities

1. Students must pass seven (7) classes per semester – or they will be ineligible for the succeeding semester.
2. Student athletes will not be allowed to participate in school-sponsored contests while earning a failing grade in any class. Grades will be checked by coaches on days of events.
3. Fourth quarter grades will be applied to eligibility for the first quarter of the succeeding school year.
4. Students may remain on squads, teams, or groups even though they are ineligible to participate

Extracurricular Activities

Chester Boren Middle School offers the following extracurricular activities for 7th and 8th Grade only:

- Fall – Boys and Girls Cross Country, Softball, Volleyball, Football, Cheerleading
- Winter – Boys and Girls Basketball, Boys and Girls Wrestling, Cheerleading, Quiz Bowl
- Spring – Boys and Girls Track

Clubs/Activities

Chester Boren Middle School offers the following Clubs/Activities:

- Builders Club (8th Grade Only)
- Honors Choir (All Grade Levels)
- Honors Club (7th and 8th Grade Only)
- Jr. FFA (All Grade Levels)
- Student Council (All Grade Levels)

We believe students perform on a higher academic standard if they are actively involved in extracurricular activities, even if their involvement is just that of a spectator. Therefore, we encourage you to choose from this list of available activities and become involved in our tradition here at CBMS.

Builders Club

Builders Club is an international student-led organization providing members with opportunities to perform service, build character and develop leadership. Builders Club is open to all 8th grade students. The students must attend 3 meetings and/or extra service activities, pass all classes, and have no missing assignments and/or outstanding discipline referrals to participate in the end-of-the-year field trip. Students with significant discipline issues could be removed from officer positions and/or the Builders Club.

Honors Club

Any student in 7th or 8th grade who has a Cumulative GPA of 3.5 from the previous school year is eligible for Honors Club. Any member who falls below the standards of scholarship, leadership, or character for discipline or dismissal from the CBMS Honors Club:

- If a member's cumulative GPA falls below 3.5 he/she will be given written warning and a reasonable time period for improvement. If the cumulative GPA remains below 3.5 at the end of the warning period, the student will be subject to further disciplinary action that may include consideration of dismissal from Honors Club.
- Offenders of school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, detentions, etc.) will receive written warning notification. If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.
- Violations of the law or school regulations can result in immediate consideration of the dismissal of a member.
- Honors Club officers can be removed from their positions as a consequence of disciplinary action taken.

Honors Choir

All 6th Grade students that desire to sing are invited to participate in this performance-based group.

- Students must attend all practices unless they have an excused absence (school activities/responsibility, illness, or prior notification to Mrs. Brauker).
 - Three or more unexcused absences will result in dismissal from Honors Choir.
- Members may have the opportunity to participate in field trip if the following requirements are met:
 - Students must have no outstanding discipline referrals.
 - Students must provide a signed permission slip from parent/guardian.

Membership for students in 7th Grade and 8th grade will be subject to approval by Mrs. Brauker. This ensemble prepares students to excel in singing and will prepare them for membership in high school choir.

- Students must attend all practices unless they have an excused absence (school activities/responsibility, illness, or prior notification to Mrs. Brauker).
 - Three or more unexcused absences will result in dismissal from Honors Choir.
- Field Trip Requirements:

- Students must have no outstanding discipline referrals.
- Students must provide a signed permission slip from parent/guardian.
- Students are responsible for knowing/memorizing the music for the trip.
- Rehearsal Schedule:
 - The practice schedule will be determined at the beginning of the year.
 - After the regular schedule is established, additional practices will be added as needed.

Junior FFA

This club is open to all CBMS students with a desire to prepare themselves for activity in Centralia High School's FFA Chapter.

- Students must attain at least 85% of total points to be eligible to participate in Field Trips for FFA.
- 7th and 8th Grade students in good-standing will be allowed to participate at fairs with the Centralia FFA Chapter.
- 7th and 8th Grade students are eligible to become officers.
- Officers will be nominated and then voted on by secret ballot.
- Officers with a discipline referral (detention) will be put on probation. Officers receiving ISS/OSS will be assessed on a case-by-case basis. ISS and OSS referrals could result in dismissal from Junior FFA.
- Points System:
 - Five (5) points will be awarded for all "fun" activity outside of school and for all non-business meetings.
 - Ten (10) points will be awarded for all business/educational meetings and "business-related" activities outside of school.
 - Other points will be awarded as deemed necessary.
 - Points will be updated regularly and available from any sponsor upon request.

Student Council

All middle school students are encouraged to participate in Student Council. Below is a list of the criteria for becoming, and remaining, a member of Chester Boren Student Council:

- Attend all monthly meetings.
- Occasionally stay after school to work on projects.
- Occasionally work in the evenings at dances or concession stands.
- Follow class and school rules and be a leader of CBMS.
- Be dismissed from student Council upon accumulating three detentions of any kind per semester.
- Students who fail a semester course will be dismissed from Student Council.

SECTION II: GENERAL INFORMATION

Mission Statement

It is the Mission of Centralia R-VI School District to work collaboratively in helping students realize their potential, and maximize life opportunities, by becoming college and career ready.

Notice of Nondiscrimination

Special Education

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Centralia R-VI School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Centralia R-VI School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Centralia R-VI School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Centralia R-VI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday – Friday (8:00 am – 4:30 pm) in the office of the Director of Special Services, Dr. Mary Decker, Centralia R-VI School District, 1399 E. Highway 22, Centralia, MO 65240. Alternative times are available by request (573-682-3561).

This notice will be provided in native languages as appropriate.

Section 504

The Centralia R-VI School District, as a recipient of federal financial assistance from the United States Department of Education and who operates a public elementary or secondary education program and/or activity, is required to undertake measures to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The Centralia R-VI School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The Centralia R-VI School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Special Services, Dr. Mary Decker, Centralia R-VI School District, 1399 E. Highway 22, Centralia, MO 65240. Alternative times are available by request (573-682-3561). This notice will be provided in native languages as appropriate.

NOTICE of NON-DISCRIMINATION

Student Records (Board Policy 2400)

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Centralia R-VI School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write the school principal or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

Student Directory Information

The district and the school will not release any records concerning a student without parental consent. However, federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The Centralia R-VI School District designates the following items as directory information:

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school

districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district has determined that the above-listed information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

Title I Grievance Procedure (Board Policy 1621)

This grievance procedure applies to all complaints regarding District operations under all programs authorized under the Federal Every Student Succeeds Act including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII and Title IX (Part C).

A formal complaint may be filed by parents, member of the public, teachers, or other District employees. Complaints must be in writing; must be signed by the complainant; and must include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated.

All complaints must be filed with the Superintendent or Superintendent's designee and will be addressed in a prompt and courteous manner.

1. The District will notify the Commission of Elementary and Secondary Education (DESE) within fifteen (15) days of receipt of the complaint.
2. The District will investigate and process the complaint within thirty (30) days of receipt of the complaint.
3. The complaint findings and resolutions will be disseminated to all parties and to the Board of Education.
4. If dissatisfied with the District's determination, complainant may appeal to DESE within fifteen (15) days of receipt of the District's determination.

Protection of Student Rights (Board Policy 1610)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or

8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

SECTION III: SCHOOL ORGANIZATION AND GENERAL POLICIES

Proof of Residence (Board Policy 2230)

Resident students of the District, five to twenty-one (5-21) years of age, who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.), and are not barred from enrollment by provisions of the Safe Schools Act (See Policy and Regulation 2664) may attend District schools tuition free. Resident students must provide proof of residency in the District at the time of enrollment. To be a resident of the District, a student must both physically reside and be domiciled within District boundaries. The domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian.

Cell Phones (Board Policy 2656)

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2008-09 school year, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. Violation of this policy during the first semester after adoption of this policy will result in in-school suspension, while second offenses will result in out-of-school suspension being imposed. After the first semester 2008-09, out-of-school suspensions will be imposed on the first and subsequent offenses.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons.

Prescription and Over-the-Counter Medicine Notice (Board Policy 2870)

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label. Prescription Medication: The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Technology Services (Board Policy 6320)

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students conducting electronic research or communication.

One fundamental need for acceptable student use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Students are only allowed to conduct electronic network-based activities which are classroom related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students may not claim personal copyright privileges over files, data or materials, nor may students use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. E-mail files are subject to review by District and school personnel. Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with

the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, login under login name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.

5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion.

Visitors to Schools (Board Policy 1430)

All visitors during the regular school day shall check in at the office prior to proceeding elsewhere in the building. Lunch visitors are limited to parents or guardians. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption. The Board of Education and the administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal or his designee may refer charges to the proper legal authorities. Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Volunteers (Board Policy 1425)

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

Chain of Command (Board Policy 1480)

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

School Closings

During the course of the year there may be times that school will be cancelled or dismissed early due to poor road conditions, inclement weather or other unforeseen, unusual or unavoidable events. A School Reach automated phone call will also be made in the event of school cancellations due to weather. If possible, please refrain from calling the District to obtain information regarding school closures in order to keep the lines open for emergencies and allow students to call their parents to make pickup arrangements. Patrons may also tune to the following media outlets for information:

Centralia	KMFC-FM 92
Moberly	KRES-FM 104.7
Mexico	KWWR-FM 95.7
Television	KOMU, KMIZ, KRCG

SECTION IV: INSTRUCTIONAL PROCESS

English Language Learners (Board Policy 6180)

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

Statewide Assessment (Board Policy 6440)

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. The School Board requires all students to participate in the statewide assessment program unless their educational programs are modified by current IEPs. The building principals are authorized to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

SECTION V: RIGHTS, RESPONSIBILITIES AND DISCIPLINE POLICIES

Student Rights and Responsibilities

The Board of Education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student's rights and responsibilities are the following: The right to attend free public schools; the responsibility to attend school regularly, and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school; the right to a quality education; the responsibility to put forth the best efforts during the educational process.

Civil Rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others. The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injures his rights; the right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district's school. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply in a given situation. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Centralia R-VI Board of Education to create an environment in which each student's right to learn is protected. This includes but is not limited to, the following policies and regulations: 2600, 2610, 2620, 2652, 2655, 2660, 2661, 2662, 2663, and 2672.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks which are posted and updated annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

Student Searches (Board Policy 2150)

1. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
3. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
4. The district may conduct searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with the law. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.
5. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
6. Students involved in co-curricular activities may have to submit to random drug testing.
7. A student who refuses to submit to a search may be appropriately disciplined by school officials.

Student Discipline (Board Policies 2600 and 2610)

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing the school district. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the school or impairs the moral or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. They will be in charge of their rooms, halls outside their rooms and will make all assignments they feel necessary for good conduct in their rooms. The instructions of all teachers are to be followed in the halls as well as in the classrooms. The teacher has the discretion to make changes in his/her procedures when needed as related to

his/her individual classroom. The administration has the discretion to make changes in procedures when needed as related to individual circumstances, action, or behavior by the principal to either contact the parent or guardian by written notice delivered by the student through the mail, or by direct telephone contact.

Student Code of Conduct (Board Policy 2610)

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student will result in the imposition of certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Anytime it is believed that a law may have been broken, appropriate law enforcement will be notified.

Disciplinary Consequences (Board Policy 2610)

If a student's behavior is severe enough and circumstances warrant, the Principal or his designee may accelerate the discipline steps, suspend or initiate an expulsion. The Centralia R-VI School District attempts to follow all Federal and State Laws, including the Safe Schools Act, which takes precedence over the school handbook and mandates what consequences certain actions must have. Unless otherwise stated, number of offenses is calculated on a school year basis.

SECTION I: PROPERTY/POSSESSIONS

Prohibited Conduct	<u>Arson</u>
Definition	Intentionally causing or attempting to cause a fire or explosion
Consequences	All Offenses – 10-180 Days of OSS or expulsion
Prohibited Conduct	<u>Destruction of property - Accidental</u>
Definition	Destruction of school, school personnel or student property without intent
Consequences	All Offenses – restitution for the cost of material and labor needed to repair the damages.
Prohibited Conduct	<u>False Alarms</u>
Definition	Tampering with emergency equipment, setting off false alarms or making false reports.
Consequences	1st Offense – 1-180 days of OSS 2nd & Subsequent Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Tampering</u>
Definition	Manipulating, altering or interfering with the property or possessions of staff, students or the district.
Consequences	1st Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2nd Offense – After school detention, Saturday detention or 1-180 days of OSS 3rd & Subsequent Offenses - 1-180 days of OSS or expulsion
Prohibited Conduct	<u>Theft</u>
Definition	Nonconsensual taking, or attempting to take the valuables, property or possessions of another. Knowingly possessing stolen valuables, property or possessions of another.
Consequences	1st Offense – Saturday detention or 1-180 days of OSS 2nd Offense – 3-180 days of OSS 3rd & Subsequent Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Unauthorized Entry</u>
Definition	Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.
Consequences	1st Offense – 5 Days of OSS 2nd & Subsequent Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Vandalism</u>
Definition	The intentional damaging or destruction, or the attempting to damage or destroy property belonging to staff, students or the district.
Consequences	1st Offense – After school detention, Saturday detention, 1-180 days of OSS, restitution if appropriate. 2nd Offense – 1-180 days of OSS, restitution if appropriate. 3rd & Subsequent Offenses – 5-180 days of OSS or expulsion. Restitution if appropriate.

SECTION II: VICTIMIZATION

Prohibited Conduct	<u>Assault</u>
Definition	Use of physical force with the intent to do bodily harm
Consequences	1st Offense – 5-180 Days of OSS 2nd Offense – 10-180 Days of OSS 3rd & Subsequent Offenses – 10-180 Days of OSS or expulsion
Prohibited Conduct	<u>Bullying or Cyber bullying (See Board Policy 2655)</u>
Definition	Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using

the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

Consequences

1st Offense – 5-180 days of OSS
2nd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct

Extortion

Definition

Use of verbal, physical or written threats, expressions or conduct designed to obtain money or other valuables.

Consequences

1st Offense – 1-10 days of OSS, restitution if appropriate
2nd & Subsequent Offenses – 1-180 days of OSS, restitution if appropriate

Prohibited Conduct

Fighting

Definition

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Consequences

1st Offense – 3-10 days of OSS
2nd Offense – 5-180 days of OSS
3rd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct

Harassment, including Sexual Harassment

Definition

Unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include but are not limited to; racial jokes or comments, requests for sexual favors, unwelcome sexual advances, graffiti, name calling or threatening, intimidating or hostile acts based on a protected characteristic.

Consequences

1st Offense – 5-180 days of OSS
2nd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct

Hazing

Definition

Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to a grade level, student organization or school-sponsored activity.

Consequences

1st Offense – 3-180 days of OSS
2nd Offense – 10-180 days of OSS
3rd & Subsequent Offenses -10-180 days of OSS or expulsion

Prohibited Conduct

Threatening Language or Conduct

Definition

The use of verbal, physical or written threats to do bodily harm to a person or personal property.

Consequences

1st Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS
2nd Offense – After school detention, Saturday detention or 1-180 days of OSS
3rd & Subsequent Offenses - 1-180 days of OSS or expulsion

SECTION III:

STUDENT/STAFF RELATIONSHIPS

Prohibited Conduct

Defiance of Authority (Insubordination)

Definition

Refusal to obey directions or defiance of school personnel authority

Consequences

1st Offense – 1-10 days of OSS
2nd & Subsequent Offense – 3-10 days of OSS

Prohibited Conduct

Disparaging or Denigrating Language or Conduct

Definition

Use of verbal, physical or written expression or acts meant to demean other persons due to race, gender, disability, natural origin or religious beliefs.

Consequences

1st Offense – 1-10 days of OSS
2nd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct

Disrespectful Language or Conduct

Definition

Use of verbal, physical or written expression or acts directed at school personnel or peers which is disrespectful, rude, demeaning, vulgar or otherwise inappropriate for an educational setting.

Consequences

1st Offense – Warning, after school detention, Saturday detention – 1-180 days of OSS
2nd Offense – After school detention, Saturday detention – 1-180 days of OSS
3rd & Subsequent Offenses - 1-180 days of OSS or expulsion

Prohibited Conduct

Disruptive Language or Conduct

Definition

Use of verbal, physical or written expression that is generally disruptive and/or inappropriate for an educational setting. Behavior that inhibits, disrupts or disrespects the educational environment.

Consequences

1st Offense – Warning, after school detention, Saturday detention – 1-180 days of OSS
2nd Offense – After school detention, Saturday detention – 1-180 days of OSS
3rd & Subsequent Offenses – 1-180 days of OSS or expulsion

SECTION IV:

INNAPPROPRIATE ACTIVITY

Prohibited Conduct

Improper Display of Affection

Definition

Consensual kissing, hand holding, fondling, embracing, groping, etc., in a public location.

Consequences

1st Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS
2nd Offense – After school detention, Saturday detention or 1-180 days of OSS
3rd & Subsequent Offenses - 1-180 days of OSS or expulsion

Prohibited Conduct

Inappropriate Touching

Definition Physical touching of another student in the area of the breasts, buttocks or genitals.
Consequences 1st Offense – 1-180 days of OSS
2nd Offense – 5-180 days of OSS
3rd & Subsequent Offenses –10-180 days of OSS or expulsion

Prohibited Conduct **Indecent Exposure**
Definition Displaying breasts, buttocks or genitals in a public location.
Consequences 1st Offense – 1-180 days of OSS
2nd Offense – 5-180 days of OSS
3rd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct **Sexual Activity**
Definition Students are prohibited from acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation while on district property or at a school activity, on or off school property.
Consequences 1st Offense – 5-180 days of OSS
2nd Offense – 10-180 days of OSS
3rd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct **Sexually Explicit, Vulgar or Violent Material, Language or Conduct**
Definition Students may not possess, distribute or display sexually explicit, vulgar or violent material. Students may not use verbal, physical or written expression that is sexually explicit, vulgar or violent. Students may not possess, display or use sexually intimidating language, objects or pictures in any way.
Consequences 1st Offense – After school detention, Saturday detention or 1-180 days of OSS
2nd Offense – 1-180 days of OSS
3rd & Subsequent Offenses – 5-180 days of OSS or expulsion

SECTION V: ACADEMIC SETTING

Prohibited Conduct **Dress Code Violation**
Definition Being dressed in such a manner that violates the school dress code
Consequences All Offenses – Correct the situation or leave the premises and 3 days of OSS

Prohibited Conduct **Lack of Academic Preparation**
Definition Failure to bring proper homework, books or necessary supplies/materials to class
Consequences 1st Offense – After school detention
2nd & Subsequent Offenses – After school detention, Saturday detention or 1-10 days of OSS

Prohibited Conduct **Not Meeting Class Participation Requirements**
Definition To include but are not limited to; sleeping in class, not working on or engaging in assigned class activities, non-responsive to instructional cues from district staff.
Consequences 1st Offense – After school detention
2nd & Subsequent Offenses – After school detention, Saturday detention or 1-10 days of OSS

Prohibited Conduct **Technology Misconduct**
Definition Attempting, **regardless of success**, to gain unauthorized access to a technology system or information, to copy district files without authorization, to interfere with the ability of others to utilize district technology, to introduce computer viruses, hacking tools or other disruptive or destructive programs onto district technology, to access inappropriate internet sites or to attempt to utilize district technology in appropriate or by unapproved methods.
Consequences 1st Offense – After school detention, Saturday detention, 1-180 days of OSS, loss of technology privileges are restitution if appropriate
2nd & Subsequent Offenses – 1-180 days of OSS or expulsion, loss of technology privileges and restitution if appropriate

Prohibited Conduct **Truancy**
Definition Failure to report to school or class, or leaving school without permission from school authorities
Consequences All Offenses – Saturday detention

Prohibited Conduct **Detention Accumulation**
Definition Students that accumulate a number of after school detentions may be subject to additional consequences.
Consequences All Offenses – Students who accumulate 3 after school detentions will be assigned a Saturday detention in lieu of ASD's.

SECTION VI: ITEMS/SUBSTANCES PROHIBITED

Prohibited Conduct **Alcohol**
Definition Possession or presence under the influence of alcohol on school property or at a school sponsored event.
Consequences All Offenses – 5-180 Days of OSS

Prohibited Conduct **Drugs - Possession of Invalid Prescription Medication**
Definition Possession of a prescription medication without a valid prescription for such medication on district property or at a school activity, on or off school property.
Consequences All Offenses – 10-180 days of OSS or expulsion.

Prohibited Conduct **Drugs - Possession or Presence under the Influence of a Controlled Substance**
Definition Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while on district property or at a school activity, on or off school property.
Consequences All Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct Definition	<u>Drugs - Sale or Distribution of a Controlled Substance – includes Invalid Prescription Medication</u> Sale, distribution, or the attempt to sell or distribute a controlled substance or substance represented to be a controlled substance while on district property or at a school activity, on or off school property.
Consequences	All Offenses – Minimum 10 days of OSS or expulsion.
Prohibited Conduct Definition	<u>Possession of a Firearm or Weapon</u> Possession of a firearm or weapon as defined by the Safe Schools Act on district property or at a school activity, on or off school property.
Consequences	All Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct Definition	<u>Tobacco</u> Possession or use of tobacco products, including electronic cigarettes or vaping devices, on district property or at a school activity, on or off school property.
Consequences	1st Offense – 1 day of OSS 2nd Offense – 2 days of OSS 3rd & Subsequent Offenses – 5 days of OSS
Prohibited Conduct Definition	<u>Fireworks and Explosives</u> Possession, transfer, distribution or igniting of fireworks or explosive devices that falls short of the definition of a weapon on school property.
Consequences	All Offenses – Warning, after school detention, Saturday detention or 1-180 days of OSS
Prohibited Conduct Definition	<u>Incendiary Devices</u> Possessing, displaying or using matches, lighters or other incendiary devices used to start fires unless required as part of an educational exercise and supervised by district staff.
Consequences	1st Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2nd Offense –After school detention, Saturday detention or 1-180 days of OSS 3rd & Subsequent Offenses - 1-180 days of OSS or expulsion

SECTION VII: TRANSPORTATION

Prohibited Conduct Definition	<u>Automobile/Vehicle Misuse</u> Students are not to move or be in vehicles during the school day without permission from school officials. Other violations include but are not limited to: unsafe driving on or around school property, failure to follow parking or driving directions and rules established by school officials, and all traffic violations. Traffic violations will result in law enforcement contact.
Consequences	1st Offense – Warning to 5 school days of loss of parking privileges 2nd Offense – Warning to 20 school days of loss of parking privileges 3rd & Subsequent Offenses – Loss of parking privileges for the balance of the school year.
Prohibited Conduct Definition	<u>Bus or Transportation Misconduct</u> Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.
Consequences	1st Offense – Warning to 5 school days of loss of riding privileges 2nd Offense – Warning to 20 school days of loss of riding privileges 3rd & Subsequent Offenses - Loss of riding privileges for up to 365 days.

SECTION VIII: OTHER

Prohibited Conduct Definition	<u>Gambling</u> Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.
Consequences	1st Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2nd Offense – after school detention, Saturday detention or 1-180 days of OSS 3rd & Subsequent Offenses – Saturday detention or 1-180 days of OSS or expulsion

Care of School Property

Students are expected to take care of all school equipment. Any equipment damaged or ruined due to student abuse or vandalism will be repaired or replaced at the student's expense.

Prohibition Against Harassment and Discrimination and Grievance Procedure (Board Policy and Regulation 1300)

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

Disability: A physical or mental impairment that substantially limits a major life activity.

Discrimination: Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

Harassment: Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual's ability to work in, participate in, or benefit from an educational program or activity; and
- Creates an intimidating, threatening, abusive hostile or offensive environment; or
- Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

Sexual harassment is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment.

A student regardless of age cannot consent to behavior of a sexual nature with an adult irrespective of the circumstances.

Retaliation: Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law.

Student: An individual that is currently enrolled as a student of the District.

Examples of Sexual Harassment

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances, examples of conduct, which may constitute sexual harassment include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to his/her body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

Examples of Race, Color, Nation Origin, Ancestry, Religion, Disability, Age or Genetic Information Harassment

Examples of conduct that may be considered harassment based on an individual's race, color, national origin, ancestry, religion, disability, age, or genetic information, or any other characteristic that is protected by law include, but are not limited to:

- display of drawings, graffiti, cartoons, pictures, symbols or other written material;
- slurs, derogatory stereotypes or remarks, rumors, name-calling, insults, teasing, or taunting;
- threats or intimidating conduct;
- hostile action, physical aggression or violence; and
- damage or theft of property.

Obligation to Report

The District is steadfastly committed to providing an inclusive environment that is free from discrimination and harassment for all of its students and staff. Unless a concern is informally resolved, staff and students shall report all incidents of discrimination, harassment and retaliation to the Compliance Officer. When a formal complaint is filed with the Compliance Officer, the investigation and complaint process detailed below will be used, including a possible determination by the Compliance Officer that the incident has been appropriately addressed through the informal process. Reports of discrimination, harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

Interim Measures

The District will take action to protect a complainant or persons subjected to discrimination, harassment, or retaliation as necessary during the course of an investigation. Appropriate interim measures will be offered and may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, warning, conferences, exclusion and employee suspension pending an investigation as permitted by the District's policies and law. Additional interim

measures to prevent retaliation may include, but are not limited to, notification of the retaliation prohibition, confirming the individual knows how to report retaliation, and follow-up contact.

Investigation and Response

The District will investigate allegations of harassment, discrimination, and/or retaliation and take appropriate steps reasonably calculated to resolve the situation, eliminate the misconduct, prevent its recurrence and as appropriate, remedy its effects. The District will take equitable and remedial action within its authority on complaints that come to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or the Children's Division. Regardless of whether the misconduct is reported to law enforcement and/or the Children's Division, school staff will investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation.

Engaging in harassment, discrimination, and/or retaliation will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in District activities. Anyone else who engages in harassment, discrimination, and retaliation on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Employees and students should fully cooperate with investigation process.

Informal Process for Resolution

The District takes seriously the obligation to investigate complaints of discrimination, harassment, or retaliation and to take appropriate remedial measures when necessary. The District recognizes that the obligation to investigate and remedy may be accomplished through an informal process, depending on the circumstances.

Anyone may use informal procedures to report and resolve complaints of harassment, discrimination, and retaliation. If a staff member receives an informal complaint of harassment, discrimination, and/or retaliation and the complaint cannot be resolved informally, the staff member shall inform their relevant building administrator or supervisor. The administrator/supervisor may attempt to resolve the matter informally and should inform complainants of Policy & Regulation 1300.

Building administrators/supervisors shall provide information to the Compliance Officer on a regular basis about complaints reported and resolved through the informal process.

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or the District.

During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end the harassment, discrimination, and retaliation and to correct any effects on the complainant.

Informal remedies may include, but are not limited to:

- If the complainant so desires, an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the District's nondiscrimination and harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The District will inform the complainant (and their parent/guardian when applicable) how to report any subsequent problems. Additionally, the District may conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems.

Formal Process for Resolution – Grievance Procedure

Step One – Complaint to District

Anyone may initiate a formal complaint of harassment, discrimination, or retaliation by filing a written complaint with the District's Compliance Officer. At any step in the formal resolution process, where appropriate, the District will take interim measures to protect the complainant or alleged victim before the final outcome of the District's investigation. Additionally, the District may appoint an outside investigator at any step of the informal or formal resolution process. A subordinate shall not investigate his/her supervisor.

The following process will be followed at Step One:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute harassment, discrimination or retaliation. The Compliance Officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The Compliance Officer may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- Formal complaints must be submitted to the Compliance Officer.
- A charge or complaint of discrimination, harassment, or retaliation filed with an outside agency does not constitute a formal complaint or trigger an obligation to follow the formal complaint investigation procedures.

Investigation of Complaint

- The Compliance Officer will receive and investigate all formal, written complaints of harassment, discrimination or retaliation or will investigate if information in the Officer's possession leads them to believe further investigation is required. The Compliance Officer will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Compliance Officer will provide the complainant a copy of Regulation 1300.
- Investigations will be carried out in a manner that is adequate in scope, reliability and impartiality. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused party, will have an opportunity to identify witnesses and present relevant evidence. The District and complainant may also agree to resolve the complaint in lieu of an investigation.

- When the investigation is completed, the Compliance Officer will compile a written report of the investigation. The report may include a recommendation of appropriate action to remedy the allegations included in the complaint. The Compliance Officer will forward the report and recommendations to the Superintendent. If the Superintendent is the subject of the complaint, the report and recommendations will be forwarded to the Board President.

Response to Complaint

- The Superintendent will review the report completed by the Compliance Officer.
- The Superintendent will respond in writing with a Letter of Outcome to the complainant and the accused party within thirty (30) calendar days of the Compliance Officer's receipt of the written complaint, unless otherwise agreed to by the complainant or if circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date.
- The Letter of Outcome will include: 1) a statement of the outcome of the investigation including whether a preponderance of the evidence establishes that harassment, discrimination, and/or retaliation occurred in violation of Policy 1300; 2) if violation of Policy 1300 is found to have occurred, the assurance that the District will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; and 3) notice of the right to appeal to the school board and the necessary filing information.
- Any corrective measures deemed necessary will be instituted as promptly as reasonable.
- The District will inform the complainant (and their parent/guardian if the complainant is a student) how to report any subsequent problems. Additionally, where appropriate the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to respond and appropriately address continuing or new problems.
- If the Superintendent is the subject of the complaint, the actions set forth herein to be completed by the Superintendent will be completed by the Board President.

Step Two – Appeal to Board of Education

Notice of Appeal

- The complainant or accused party may appeal to the Board of Education by filing a written notice of appeal with the secretary of the Board within ten (10) calendar days following receipt of the Letter of Outcome.
 - On receipt of the written appeal, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting, unless otherwise agreed to by the complainant and the superintendent or for good cause.
 - Parties will be allowed to provide comment and information as the Board deems relevant and material.
- Board Decision
- Unless otherwise agreed to by the appealing party, the Board will provide written notice of its determination within thirty (30) calendar days following the filing of the notice of appeal and provide the appealing party with a copy of the determination.

Retaliation

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against a person who participates in related proceedings or investigations.

Notwithstanding this provision, employees or students found to have intentionally made false or materially misleading allegations of suspected discrimination, harassment and/or related retaliation may be disciplined, up to and including dismissal or expulsion.

Confidentiality

The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses to the extent possible, consistent with applicable law, the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. However, pursuant to the District's discretion, information may be disclosed, if necessary, to aid in the investigation, resolution, or appeal of the complaint.

Consequences and Remedies

The District will take prompt, effective and appropriate action to address substantiated discrimination, harassment or retaliation, prevent its recurrence and remedy its effects.

Consequences

Consequences for violations of Policy and Regulation 1300 may have educational, restorative, rehabilitative and/or punitive components.

Conduct constituting harassment, discrimination or retaliation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, "no contact" order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property.

In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the District Compliance Officer shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.

As required by and in compliance with law and District policy, a report will be made to the Missouri Children's Division if there is reasonable cause to suspect abuse or neglect of a child.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

Remedies

The District will consider remedies for the victim as appropriate including, but are not limited to, providing additional resources such as counseling, moving or reassignment of the perpetrator, or allowing the victim to retake or withdraw from a class.

An allegation of discrimination, harassment and/or related retaliation complaint may not necessarily stop, delay or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a reporter who is not performing at acceptable levels or standards or who has violated district policies or regulations.

Bullying (Board Policy 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an

individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

SECTION VI: EMERGENCY PROCEDURES

Emergency Disaster Plan (Board Policy 5240)

Centralia R-VI has a detailed Emergency/ Crisis Plan. Teachers will review the plan with all students at the beginning of the school year. Drills will be conducted periodically to ensure student safety.

Earthquake Procedure

General Procedures:

1. Immediately drop to the floor, get under a desk, and hold onto the leg of the desk.
2. If you are outside the building, move away from any structures and remain outside.
3. If you are in a room with no furniture, drop to the floor and get up against a wall in the position you would for a tornado (head down, hands covering back of neck).
4. Teachers will take roll once the earthquake has stopped.
5. Reunification team will account for all students, and reunify students to families per district procedures.

Inclement Weather Procedure

An announcement will be made throughout the school over the PA System in the case of inclement weather and the need to take cover. Air horns will be blown throughout the hallway to indicate inclement weather if there is a loss of electricity.

General Procedures:

1. Stay away from high ceilings, large rooms, and large glass areas.
2. Rise quietly and move in an orderly fashion from the room.
3. Teachers will take emergency kits, communication devices, and safety procedure folders with them.
4. Assemble in the main hallway.
5. When located in their designated area, students will kneel down facing the wall and cover their head and neck with their hands.
6. Remain as calm as possible and absolutely no talking. This is for your safety.
7. The teacher will take roll once students are in position, and relay any missing persons to the search and rescue team. It will be necessary for the students to respond only to their name when called by the teacher.
8. Teachers will remain with their class until the threat of bad weather has passed and administration has given the all-clear to return to class.
9. **For the safety of staff and students no students will be released from the school during an active tornado warning from the National Weather Service.**
10. Reunification team will account for all students, and reunify students to families per district procedures.

Intruder Procedure

General Procedures:

1. Follow A.L.I.C.E. training guidelines.
 - a. Alert the building and authorities of intruder.
 - b. Lock and close all doors. Turn off lights and stay out of sight. Remain as calm as possible and absolutely no talking. This is for your safety.
 - c. Inforn the building of the intruder's location if possible.
 - d. Counter attack the intruder with any means necessary.
 - e. Evacuate the students to rally points.
2. Reunification team will account for all students, and reunify students to families per district procedures.

Fire Procedure

The fire alarm warning is a continuous horn buzzer with strobe lights. Should electricity not be in service, we will use an air horn to signal a fire or storm alert.

General Procedures:

1. Rise quietly and move in an orderly fashion from the room.
2. The students who are near the windows will close them and then proceed out of the building.
3. Teachers will take emergency kits, communication devices, and safety procedure folders with them as they exit the building.
4. The last person to leave the room will close the door.
5. Keep calm – absolutely no talking. This is for your own safety.
6. Follow a designated route as explained by the teacher.

7. The teacher will take roll once students are outside the building, and relay any missing persons to the search and rescue team. It will be necessary for the students to respond only to their name when called by the teacher.
8. Teachers will keep students calm and quiet while remaining to keep them out of harm's way.
9. Teachers and students may be allowed to return to the building ONLY after the threat of a fire has expired and they have been given the all clear by the proper law enforcement officials.
10. Reunification team will account for all students, and reunify students to families per district procedures.

Reunification Procedure

1. Only persons listed on the student information sheet will be allowed to pick up a student (parents/guardians, emergency contacts).
2. The person picking up the student must show ID.
3. No phone calls are accepted (i.e. A parent cannot call to say their student can go with a friend's parent.)
4. The person on the student information list must be present.
5. You must sign your student out with a member of the reunification team before leaving with the student.

General Procedures

1. All school doors will remain locked during an emergency.
2. Staff will take cover with all students until the all clear has been given by administration.
3. Parents are discouraged from collecting their students during an emergency situation until the all clear has been given by the administration.
4. Dr. Chancellor will initiate the release of students from all buildings when an immediate threat has subsided.

SECTION VII: ADDITIONAL INFORMATION AND FORMS

Permission Form for Photos, Videos, Interviews and Publications

CENTRALIA R-VI SCHOOL DISTRICT
123 N. Rollins, Centralia, MO 65240
(573)682-3561

PARENTAL PERMISSION FOR MEDIA USE OR DISTRICT BROADCAST, WEB OR OTHER PUBLICATION OF STUDENT'S PHOTOGRAPH, LIKENESS, WORK AND/OR VOICE

This form is used to establish formal parental permission for students and their work to be shown in photographs, audio/video tapes, and interviews with the news media, Centralia R- VI School District's publications or web site. Please call your school if you have questions.

*We are enhancing our web site and want to highlight the good work and efforts of our learners. If you have no objections to your child's photograph, audio/video being in our publications or web site **YOU DO NOT NEED TO DO ANYTHING.***

GENERAL MEDIA COVERAGE

Throughout the year there may be in-school programs, events, or meetings such as school-wide assembly or PTO event) that are open to the public and where large group photographs or videotapes will be taken by the media or school district staff. In these cases, students would not be identified by name. Your consent to these types of group photographs or videotapes is assumed, UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING that you do not want your child included in such photographs or videotapes.

SPECIFIC MEDIA COVERAGE AND SCHOOL PUBLICATIONS

In addition to the above situations, there may be times the media (newspaper, television or radio) or school district staff, *with the approval of the building principal*, may take photographs, audio/videotape students or interview students in a manner that would *individually identify a specific student*. The school district may display student pictures and projects in a variety of ways that reasonably portray programs of the district, including pictures of field trips, science fairs, and other activities appearing in yearbooks or school/district publications. Student likeness and work may also appear on the district web site, thereby making it available to anyone with internet access. *Your consent to these types of photographs, videotapes or interviews by the media is also assumed, UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING indicating that you do not want your child included in such photographs, videotapes or interviews.*

This release shall remain in effect until parent/guardian requests a change in writing.

BULLYING INCIDENT REPORT FORM
(Board Policy 2655)

Your Name: _____

Your School and/or Position: _____

Your Telephone Number/Email Address: _____

Date of Alleged Incident(s): _____

Name of person(s) you believe committed bullying against you or another person:

State the nature of your report. Please describe the action(s)/incident(s) you believe may be in violation of the District's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any, was used and any verbal statements that were made (i.e. threats, requests, demands, etc.). *(Attach additional pages if necessary.)*

If others are affected by this possible violation, please also give their names and/or positions:

When and where did the incident(s) occur? _____

Please list any witnesses who were present, or others who may have information regarding the incident(s):

Please provide other information relevant to this incident of bullying, including any documents that may be relevant. *(Attach additional pages if necessary.)*

Signature of Complainant

Date

Location

Signature of Person Receiving this Report

NOTE: This Form should be filed promptly with the Building Principal.

TECHNOLOGY USAGE AGREEMENT
(Parent/Guardian Technology Agreement)
This form is completed at time of enrollment

I acknowledge the Centralia R-VI School District's Internet Usage policy and regulation (Board Policy and Regulation 6320).
I acknowledge the Centralia R-VI School District's Student Cell Phone Usage policy (Board Policy 2656).
I understand that violation of these provisions may result in disciplinary action taken against my student including, but not limited to, suspension or revocation of my student's access to district technology and suspension or expulsion from school.
I understand that my student's use of the district's technology resources is not private and that the school district may monitor my student's electronic communication and all other use of district technology resources.

Verification:

I verify that I am the legal parent/guardian of the student, _____.
PRINT Name of Student

X _____
SIGNATURE of Parent/Guardian PRINT Name of Parent/Guardian Date

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
<ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals	
<ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V

² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.